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| It is expected that this Request for Absence Form is submitted to the academy at least 2 weeks in advance of the proposed absence. | | | | | | | | | | | | |
| Pupil name: | |  | | | | | | Class / Year Group: | | | |  |
| Start date of requested leave: | | | |  | | | | End date: | | | |  |
| Return to school date: | | | |  | | | | No. of days: | | | |  |
| What are the exceptional circumstances for your leave of absence request that you wish the school to consider? **Please provide evidence E.g. Note from employer / medical letter etc.**  If a child has an unauthorised absence, a penalty notice, (a fine), will be levied for each child absent. Currently this is £160 per child if paid within 28 days, reducing to £80 if paid within 21 days. A second penalty notice is £160 per child to be paid within 28 days. A third penalty notice cannot be issued and legal action may be taken e.g. prosecution in court. | | | | | | | | | | | | |
| Name of parent / carer (print): | | | | | |  | | | | | | |
| Address | | | | | |  | | | | | | |
| Relationship to pupil: | | | | | |  | | | | | | |
| Signature: |  | | | | | | | | Date: | | |  |
| **For School Use** | | | | | | | | | | | | |
| Current attendance %: | | | | | | |  | | | | | |
| Previous LOA this academic year: | | | | | | |  | | | | | |
| Does the LOA request time coincide with an assessment period? | | | | | | |  | | | | | |
| Any mitigating / aggravating circumstances (Including any ongoing medical issues): | | | | | | |  | | | | | |
| What evidence has been provided? (attach) | | | | | | |  | | | | | |
| Is the LOA approved? | | | | | | | **YES** | | | | **NO** | |
| Reason, if not approved: | | |  | | | | | | | | | |
| If **YES** - Number of days to be authorised for this LOA application: | | | | | | | | | | | |  |
| Signature of Head Teacher: | | | | |  | | | | | Date: | |  |
| **\***Register Code to be used for this LOA: | | | | |  | | | | | | | |